



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 2D BATTALION, 6TH AIR DEFENSE ARTILLERY REGIMENT  
30TH AIR DEFENSE ARTILLERY BRIGADE  
1614 RANDOLPH ROAD  
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ATSA-TPY

21 May 2020

MEMORANDUM FOR ADA BOLC Class 01-20

SUBJECT: How to Succeed in the Army – From Officers' Manual 6<sup>th</sup> Edition, May 1917

1. The key to success in the Army is to make yourself useful. You make yourself useful by following seven simple steps.

a. One – Whatever you do, it matters not how important, do thoroughly – with all your might – with your whole heart and soul – as if your very life depended upon it – and then look for something else to do.

b. Two – Do not confine yourself to doing only what you are told to do – do more than you are told to do. There are always other things to be done – hunt for them (you'll be able to find them) and do them.

c. Three – Do not procrastinate – whenever you have something to do, DO IT, and do it at once – don't put it off.

d. Four – Always endeavor to anticipate the wishes of your superior, putting yourself in their place and doing what you would have your subordinates do for you.

e. Five – When directed to do a thing, if you cannot do it at first, do not then report that you can't do it, but try some other way, and keep on trying some other way until you have either succeeded or have exhausted every possibility you can think of.

f. Six – Do not confine yourself to thinking, to dreaming. It is not enough to have ideas – ideas alone mean nothing – they must be put into effect. Get into the habit of following things up.

g. Seven – Last but not least, do not allow yourself to get into the unfortunate, annoying, pestiferous mental attitude of always finding reasons why things cannot be done.

2. "Set the Standard"

A handwritten signature in black ink, appearing to read "Cedric G. Lee", written in a cursive style.

CEDRIC G. LEE  
LTC, AD  
Commanding